

## Job Aid: How to Score and Award a Bid in COMMBUYS

### This Job Aid shows how to:

- How to score and award a bid using the bid tabulation function

### Of Special Note:

The bid tabulation function in COMMBUYS is used to score and review vendor responses to bids, called **quotes** in the system. The entire process--bid, quotes, scoring guidelines, etc.-- is viewable in COMMBUYS, which offers users the benefit of concise document management as well as an organized electronic procurement file. If bid tabulation is not used to score a Bid, this information can be entered on a spreadsheet (or as follows current practice) and posted as an attachment on the Attachments tab.

### Screenshot

### Directions

1. Launch the COMMBUYS website:  
<https://www.commbuys.com/bsol>

Enter your login credentials and click the **Login** button on the COMMBUYS home page.



Welcome To **COMMBUYS**

**COMMBUYS** is the only official procurement record system for the Commonwealth of Massachusetts' Executive Departments. COMMBUYS offers free internet-based access to all public procurement information posted here in order to promote transparency, increase competition, and achieve best value for Massachusetts taxpayers.

**COMMBUYS INFORMATION:**  
For more information on COMMBUYS please visit the [COMMBUYS](#) support pages.  
[Training and Registration for Purchasers](#)  
[Training and Registration for Sellers](#)  
[Job Aids for Purchasers](#)  
[Job Aids for Sellers](#)

If you have any questions or concerns contact the COMMBUYS Help Desk at [COMMBUYS@state.ma.us](mailto:COMMBUYS@state.ma.us) or ring us during normal business hours (8AM – 5PM Monday – Friday) at 1-888-627-8283 or 617-720-3197.

- [Register](#)  
Register here to begin using COMMBUYS.  
Vendors, please read this [disclaimer](#) prior to registering.
- [Complete Registration](#)  
Complete registration here to begin using COMMBUYS.  
Vendors, please read this [disclaimer](#) prior to completing registration.
- [Open Bids](#)  
Browse open bid opportunities.
- [Active Contracts](#)  
Browse active Contracts/Blankets.
- [Contract & Bid Search](#)  
Search for Bids and active Contracts/Blankets.
- [Registered Vendor Search](#)  
Search for registered vendors.

Login ID:   
 Password:

[Forgot your password?](#)

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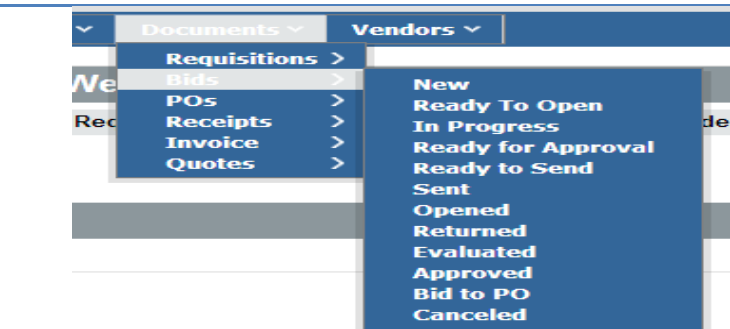
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### Screenshot

### Directions



2. Upon successful login, if assigned multiple roles select the **Basic Purchasing** role tab on the upper right side of the page.



3. From the Navigation bar, under **Documents**, select **Bids > Ready to Open**.

Click on the appropriate blue **Open Bid** hyperlink to open and review the bid.

Bids Ready To Open

26-29 of 29

1 2

Bid #	Buyer	Description	Bid Opening Date	Open Quotes	Quote History
00000119	Chris Kennedy	it stuff	01/04/2014 10:12:00 AM	<a href="#">Create new quote</a>	No Submitted Quotes
00000122	Paul Comparetti	PC-Training	01/07/2014 02:17:00 PM	<a href="#">Open Bid</a>	
00000125	Paul Comparetti	Alyssa test	01/07/2014 10:47:00 AM	<a href="#">Create new quote</a>	No Submitted Quotes
00000121	Buyer Buyer	blanket	01/09/2014 12:47:00 PM	<a href="#">Open Bid</a>	

Open Market Bid 00000127 STATUS: 260 - Open

General Items Address Accounting Routing Attachments Notes Bidders Questions Amendments(1) Q & A Reminders **Summary**

**Header Information**

Bid Number:	00000127	Description:	test approval	Status:	260 - Open
Purchaser:	Linda Benis-Grant	Minor Status:		How Solicited:	Email
Organization:	Operational Services Division	Department:	PURCH - Central Purchasing	Location:	LOC1 - Downtown
Fiscal Year:	14	Allow Electronic Quote:	Yes	Required Date:	
Show On Web:	Yes	Available Date:	01/20/2014 03:55:00 PM		
Bid Opening Date:	01/20/2014 04:03:00 PM				
Purge Date:		Informal Bid:	No		
Bid Type:	Open Bid	Estimated Cost:	\$107.80	Print Desc Detail:	
Control Code:		Purchase Method:	Open Market	Catalog Id (for contract):	
Alternate ID:		Blanket/Contract End Date:		Type Code:	
Blanket/Contract Begin Date:		Bulletin Desc:		Pre-Bid Conference:	
Info Contact:	Contact Linda Benis-Grant at (512) 555-5555	Acknowledge inclusion required:	No	Hour of Acknowledge inclusion:	0.0
U N S P S C Code Certified Required:	No	Quote Notification:	No	Item Single Award Only:	No
Subcontractor Info:		User last Updated:	Linda Benis-Grant	Print Format:	
Date Last Updated:	01/20/2014 04:03:00 PM	Bid to Address:	211 E 7th Street Suite 1100 Austin, TX 78701 US Email: support@louisville.com Phone: (512) 472-9112		
Ship to Address:	211 E 7th Street Suite 1100 Austin, TX 78701 US Email: support@louisville.com Phone: (512) 472-9112				
Solicitation Enabled:	No				
Invoice Method:	Three Way Match				

**Bid Tab** **Cancel Bid** **Clone Bid** **View Quote History** **Print**

4. The Bid opens to the Summary tab.

Scroll to the bottom of the page and click **Bid Tab**.

## Job Aid: How to Score and Award a Bid in COMMBUYS

### Screenshot

### Directions

UNSPSC Code Browse | My Account | Customer Service | About Current Organization: Operational Services Division | October 21, 2014

Home Items Documents Vendors Quick Buy Find It

### Bid Tabulation for Bid #BD-14-1080-1080C-1

Quotes Revisions Items Header Questions Subcontractors Routing Attachments Score Summary Back to

Total Number of Submitted Quotes: 10

Quote #	Description	Vendor ID	Vendor Name
<a href="#">QT-1080-QSD01-QSD10-00000000066</a>	Bid for Vendor 2	<a href="#">00002137</a>	TOMVendor9
<a href="#">QT-1080-QSD01-QSD10-00000000069</a>	Bid for Vendor	<a href="#">00000267</a>	Barker Steel LLC / Harris Rebar
<a href="#">QT-1080-QSD01-QSD10-00000000070</a>	Bid for Vendor	<a href="#">300125</a>	B & B Engineering
<a href="#">QT-1080-QSD01-QSD10-00000000073</a>	Bid for Vendor	<a href="#">235372</a>	Bank of America
<a href="#">QT-1080-QSD01-QSD10-00000000074</a>	Bid for Vendor	<a href="#">204994</a>	Badher Corporation
<a href="#">QT-1080-QSD01-QSD10-00000000075</a>	Bid for Vendor	<a href="#">00001174</a>	K and M Communications
<a href="#">QT-1080-QSD01-QSD10-00000000076</a>	Bid for Vendor	<a href="#">00000175</a>	E Alves Cleaning Service
<a href="#">QT-1080-QSD01-QSD10-00000000078</a>	Bid for Vendor	<a href="#">00000998</a>	J & E Mechanical Corp
<a href="#">QT-1080-QSD01-QSD10-00000000079</a>	Bid for Vendor	<a href="#">222929</a>	Jack Young Company, Inc
<a href="#">QT-1080-QSD01-QSD10-00000000111</a>	Bid for Vendor	<a href="#">00002196</a>	TOMVendor21

5. The Bid Tabulation page opens displaying the list of all quotes submitted by registered COMMBUYS vendors for the selected bid.

If your procurement is a small procurement, (\$150,000 or less), you must identify SBPP-active vendors. In order to identify whether vendors submitting quotes are SBPP-active you will need to run an administrative report.

Follow step 6 – 12 to run a report for SBPP Vendors.

If your procurement is over \$150,000, skip to step 13.

Division November 20, 2014 10:10:07 AM EST

Find It Contract Officer

6. Click on the blue and orange pie icon in the top right corner of the screen to open Administrative Reports.

UNSPSC Code Browse | My Account | Customer Service | About Current Organization: Operational Services Division | November 20, 2014 10:11:35 AM EST

Home Items Documents Vendors Quick Buy Find It Contract Officer

### Administrative Reports

Other
Report File Name
<a href="#">Bidder SBPP Status, By Bid Number</a>
<a href="#">Custom Columns in PO</a>
<a href="#">Overview of Contracts</a>
<a href="#">SBPP Active Vendors</a>

Exit

7. Click on the link for **Bidder SBPP Status, By Bid Number**.

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### Screenshot

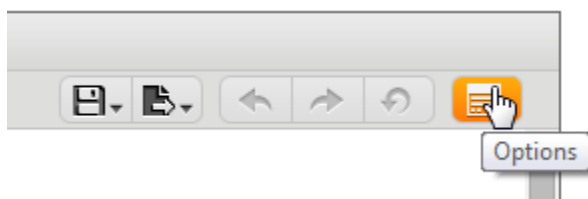
### Directions

Bidder SBPP Status

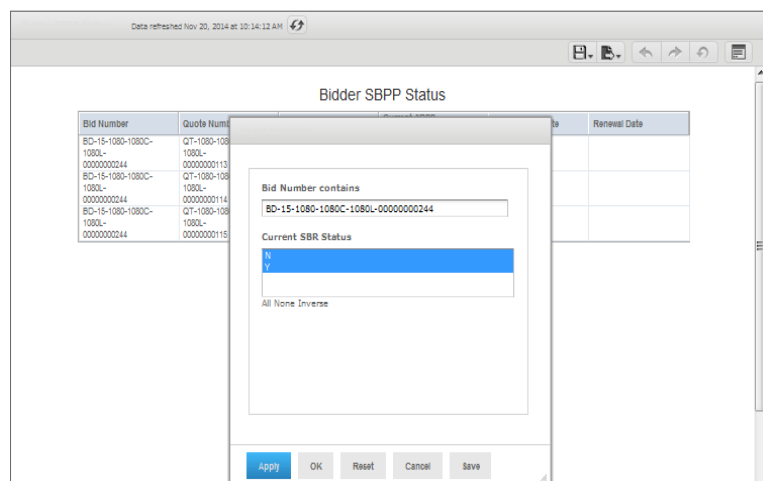
Bid Number	Quote Number	Vendor Name ▲	Current SBPP Status	Certification Date	Renewal Date
S169892-vCurrent	QT-1080-1080C-1080L-00000000227	00000015 - Perscope Holdings, Inc.	N		
S169424-vCurrent	QT-1080-1080C-1080L-00000000229	00000015 - Perscope Holdings, Inc.	N		
S169424-vCurrent	QT-1080-1080C-1080L-0000000030	00000015 - Perscope Holdings, Inc.	N		
BD-14-1080-1080C-1080L-00000000212	QT-1080-OSD01-OSD10-0000000076	00000175 - E Alves Cleaning Service	N		
BD-15-1080-OSD01-OSDEP-00000000271	QT-1080-OSD01-OSDEP-0000000101	00000179 - 22nd Century Technologies, Inc.	N		
S160932-vCurrent	QT-1080-1080C-1080L-00000000337	00000267 - Barker Steel LLC / Harris Rebar	N		
BD-14-1080-1080C-1080L-00000000212	QT-1080-OSD01-OSD10-0000000069	00000267 - Barker Steel LLC / Harris Rebar	N		
BD-15-1080-OSD01-OSDEP-00000000271	QT-1080-OSD01-OSDEP-0000000102	00000267 - Barker Steel LLC / Harris Rebar	N		
BD-14-1080-OSD01-OSD10-00000000209	QT-1080-OSD01-OSD10-0000000086	00000628 - Test	N		
BD-15-1080-OSD01-OSD13-00000000256	QT-1080-OSD01-OSD13-0000000095	00000628 - Test	N		
BD-15-1080-OSD01-OSDEP-00000000369	QT-1080-OSD01-OSDEP-0000000127	00000846 - A.A. Wili Corporation	Y	Jul 17, 2014	Jul 17, 2015
BD-15-1080-OSD01-OSDEP-00000000243	QT-1080-OSD01-OSDEP-0000000080	00000848 - Kraft Power Corporation	N		
S170215-vCurrent	QT-1080-1080C-1080L-00000000556	00000904 - COMMBUYS HELPDISK	N		

8. A report opens in a new webpage window/tab labeled Business Intelligence Administration. The report title is Bidder SBPP Status.

Under SBPP Status, a **Y** designates those Vendors who are SBPP Active, while an **N** denotes those Vendors who are not.



9. Click on the option icon in the top right corner of the report page. This option icon will allow you to filter by the Bid Number, bringing up only those Vendors who submitted quotes for the Bid you are working on.

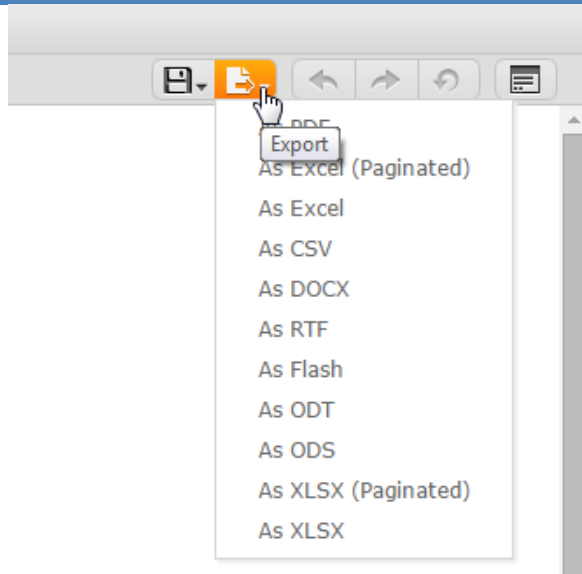


10. Insert the Bid number in the first field. Click OK to narrow report results to only the quotes for the Bid.

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#### Screenshot



#### Directions

11. From the filtered results you have the option to export this report for your procurement record.

Click on the Export icon and choose from the available document options.

Bidder\_SBPP\_Status\_98 [Protected View] - Microsoft Excel

Protected View This file originated from an Internet location and might be unsafe. Click for more details. Enable Editing

	B	C	D	E	F	G
	Bidder SBPP Status					
1						
2	Bid Number	Quote Number	Vendor Name	Current SBPP Status	Certification Date	Renewal Date
3	Q100684	Q103362	243355 - Conversion Vendor	N		
4	Q100684	Q103371	243355 - Conversion Vendor	N		
5	Q100684	Q103372	243355 - Conversion Vendor	N		
6	Q100684	Q103373	243355 - Conversion Vendor	N		
7	Q100684	Q103440	243355 - Conversion Vendor	N		
8	Q100684	Q103479	243355 - Conversion Vendor	N		
9	Q100684	Q103488	243355 - Conversion Vendor	N		
10	Q100684	Q103519	243355 - Conversion Vendor	N		
11	Q100684	Q103545	243355 - Conversion Vendor	N		
12	Q100684	Q103580	243355 - Conversion Vendor	N		
13	Q100684	Q103584	243355 - Conversion Vendor	N		
14	Q100980	Q104578	243355 - Conversion Vendor	N		
15	Q100984	Q104603	243355 - Conversion Vendor	N		
16	Q100984	Q104623	243355 - Conversion Vendor	N		
17	Q100980	Q104638	243355 - Conversion Vendor	N		
18	Q100996	Q104880	243355 - Conversion Vendor	N		
19	Q100996	Q104881	243355 - Conversion Vendor	N		
20	Q100996	Q104882	243355 - Conversion Vendor	N		

12. In this example, the entire SBPP status report was exported to an excel file.

This excel file can be filtered, sorted, and saved in order to assist you in your procurement decisions and keep for your procurement records.

## Job Aid:

### How to Score and Award a Bid in COMMBUYS

#### Screenshot

#### Directions

**Bid Tabulation for Bid #00000127**

Quotes Revisions Items Header Questions Subcontractors Routing Attachments **Score** Summary [Back to Bid](#)

[Maintain](#) [ScoreEntry](#) [ScoreSummary](#)

#### Scorecard Creation/Maintenance

Scoring Component Description	Weight	Delete
<input type="text"/>	<input type="text" value="0.0"/>	<input type="checkbox"/>
total: 0.0 subTotal: 0.0		

☐ Hide pricing from scorers ☐ Display scoring summary to scorers ☐ Display scoring detail to scorers

---

#### Scorer Creation/Maintenance

ScorerName	Delete
<input type="text"/>	<input type="checkbox"/>

13. To begin the scoring and evaluation process, click the **Score** tab. The **Scorecard** is an assessment tool used to evaluate quotes in COMMBUYS. Scoring criteria is based on a weighting system of a 100% total. Each criterion will have an importance value (or "weight") assigned as a percent. The total of all criteria combined must equal 100%. The scores against those weights are recorded numerically 1 to 99.

After criteria input, the purchaser forwards a request to a group of approvers who use those criteria to evaluate (score) the bid.

The Score Tab consists of three sub-tabs:

- **Maintain** – used to enter and display the criteria, criteria weights and select scorers
- **Score Entry** – used to enter and display individual vendor scores based on vendor quotes.
- **Score Summary** – displays a side by side view of all entered vendor scores

**ERROR**

- The total of the weight should be equal to 100
- Scorer is required.

#### Scorecard Creation/Maintenance

Scoring Component Description	Weight	Delete
Price	<input type="text" value="35.0"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text" value="0.0"/>	<input type="checkbox"/>
total: 35.0 subTotal: 35.0		

☐ Hide pricing from scorers ☐ Display scoring summary to scorers ☐ Display scoring detail to scorers

---

#### Scorer Creation/Maintenance

ScorerName	Delete
<input type="text"/>	<input type="checkbox"/>

14. Enter each **Scoring Component Description** and assign each a Weight in the appropriate fields.

Click **Save & Continue** after adding each item until all items are added and the weight totals 100. If the total weight does not equal 100, a red error message will display.

Fields on the scoring component are:

- **Scoring Component Description** – criteria used for scoring
- **Weight** – importance of criteria, measured by percentage
- **Scorer Name** – organization user(s) designated as scorer(s) for the bid

Check the boxes that are applicable for your Bid evaluation:

- Hide Pricing
- Display Scoring Summary
- Display Scoring Detail

## Job Aid: How to Score and Award a Bid in COMMBUYS

### Screenshot

### Directions

**ERROR**

- Scorer is required.

**Scorecard Creation/Maintenance**

Scoring Component Description	Weight	Delete
Price	35.0	<input type="checkbox"/>
Delivery Time	25.0	<input type="checkbox"/>
quality	40.0	<input type="checkbox"/>
	0.0	
total: 100.0		subTotal: 100.0

☐ Hide pricing from scorers
 ☒ Display scoring summary to scorers
 ☒ Display scoring detail to scorers

**Scorer Creation/Maintenance**

ScorerName	Delete
	<input type="checkbox"/>

15. When the **Scoring Component Description** is complete, the error message “total weight not equal to 100” no longer displays.

The “Scorer is required” message remains until at least one scorer is selected and saved.

To designate your organization’s users who will score the quotes, select users, one at a time, from the Scorer Name dropdown menu.

**Bid Tabulation for Bid #00000127**

Quotes Revisions Items Header Questions Subcontractors Routing Attachments **Score** Summary

Maintain ScoreEntry Score

**Scorecard Creation/Maintenance**

Scoring Component Description	Weight	Delete
Price	35.0	<input type="checkbox"/>
Delivery Time	25.0	<input type="checkbox"/>
quality	40.0	<input type="checkbox"/>
	0.0	
total: 100.0		subTotal: 100.0

☐ Hide pricing from scorers
 ☒ Display scoring summary to scorers
 ☒ Display scoring detail to scorers

**Scorer Creation/Maintenance**

ScorerName	Delete
Banks-Grant, Linda	<input type="checkbox"/>

16. Select a scorer name then click **Save & Continue**.

An additional dropdown selection box will display directly below the saved scorer.

Repeat the above step for any additional scorers.

Click the **Quotes** tab to review the bids prior to Score Entry.

**Bid Tabulation for Bid #00000127**

Quotes Revisions Items Header Questions Subcontractors Routing Attachments Score Summary [Back to Bid](#)

Total Number of Submitted Quotes: 2

Quote #	Description	Vendor ID	Vendor Name
<a href="#">00000127</a>	test approval	<a href="#">00000081</a>	Isle of Skye, LTD
<a href="#">00000128</a>	test approval	<a href="#">00000006</a>	Wiki's Widgets

17. You can review each quote by clicking on the blue **Quote #** hyperlink to open each vendor quote.

## Job Aid: How to Score and Award a Bid in COMMBUYS

### Screenshot

Quote 00000127 - Isle of Skye, LTD

General Items Subcontractors Terms & Conditions Attachments Evaluations Preference Reminders **Summary**

**Header Information**

Quote #:	0000127	Bid #:	0000127	Status:	Submitted
Organization:	Operational Services Division	Delivery Days:	1	Discount Percent:	0.0
Description:	Test approval	Alternate Bid:	No	Shipping Terms:	
Bid Flag:	Yes	Ship Via Terms:		Payment Terms:	
Freight Terms:		Info Contact:		Quote Total:	\$103.00
Promised Date:		User last Updated:	Stylar Stylar	User Created:	Stylar Stylar
Comment:					
Date Last Updated:	01/03/2014 01:51:13 PM				
Print format:					

Vendor accepts the terms & conditions with no exceptions.

Bid Acknowledgements:

Document	Amendment Note	Notifications	Acknowledged Date/Time
Amendment 1	Header 1: Bid Opening Date changed from "11/03/2014 04:55:00 PM" to "11/03/2014 04:03:00 PM". 2: Invoice Method changed from "W2" to "A".	Ready to send to: linda.banks-grant@accurrence.com at 01/03/2014 04:03:22 PM	

**Attachments**

Agency Files:

Agency Forms:

Vendor Files:

Vendor Forms:

**Item Information**

Print Sequence # 1.0 : ( 10.10.15.04.0000 ) red pens

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
12.0	BOX	\$8.59	0.0%	0.0%	\$0.00	\$103.08	No	No

### Directions

18. The quote opens in a new window to the **Summary** tab, a format similar to every document in COMMBUYS. All vendor quote information is stored in the displayed tabs.

Review all information in all tabs (including any submitted attachments) to evaluate the vendor quote.

Next, click the **Score** tab and then the **Score Entry** sub-tab.

#### Bid Tabulation for Bid #00000127

Quotes Revisions Items Header Questions Subcontractors Routing Attachments **Score** Summary [Back to Bid](#)

Maintain **ScoreEntry** ScoreSummary

##### Scorecard Entry

User: Banks-Grant, Linda

Vendor:  QuoteNumber:

**Please choose vendor and save your changes before you navigate to ScoreDetail.**

##### Scorer Notes for Bid

Note Date	Note	Delete
		<input type="checkbox"/>

19. The **Score Entry** sub-tab is where the actual score for each vendor is entered.

To start the process, use the dropdown to select a vendor.

#### Bid Tabulation for Bid #00000127

Quotes Revisions Items Header Questions Subcontractors Routing Attachments **Score** Summary [Back to Bid](#)

Maintain **ScoreEntry** ScoreSummary

##### Scorecard Entry

User: Banks-Grant, Linda

Vendor: Wiki's Widgets  QuoteNumber: 00000128 [View Score History](#)

**Please choose vendor and save your changes before you navigate to ScoreDetail.**

Scoring Component Description	Raw Score	Weight	Extended Score
Price	95	35.0	33.25
Delivery Time	95	25.0	23.75
quality	89	40.0	35.6
Total:		92.6	SubTotal: 92.6

##### Scorer Notes for Quote

Note Date	Note	Delete
		<input type="checkbox"/>

20. The score card refreshes showing the weighted categories for the selected vendor. Enter the Raw Score and any notes.

Click **Save & Continue** to save the score. Repeat the process (Steps 10-13) until all vendor quotes have been scored.

Click the **Score Summary** tab.



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### Screenshot

### Directions

Bid Tabulation for Bid #00000127

Quotes Revisions Items Header Questions Subcontractors Routing Attachments **Score** Summary Back to Bid

Maintain ScoreEntry ScoreSummary

**ScoreCard Tabulation Summary**

Score total Sort By: Ascending # of vendors per page: 5 Go

Total ScoreCards Count: 3 Total Quotes Count: 2

Scoring Component Description/Score	ile of Style, LTD <00000127>	Wiki's Widgets <00000128>
Price	35.0	33.25
Delivery Time	18.75	23.75
quality	38.0	35.6
Total	91.75	92.6

[View Score Detail](#) [View Score Detail](#)

21. The **Score Summary** tab displays the weighted scores side by side for easy review.

Bid Tabulation for Bid #00000127

Quotes Revisions **Items** Header Questions Subcontractors Routing Attachments Score Summary Back to Bid

**Bid Award Validation Warnings**

The following items are not awarded (1).

# of Quotes per page: 5 Sort by: Quote Total Ascending Go

Total Item Count: 1 Total Awardable Quote Count: 2 Bid Status: 280 - Bid Opened (Quotes received and opened. Ready for tabulation)

Please make sure that you save your changes before you navigate to another page.

Cancel	Item info/Quote info	(00000006)Wiki's Widgets <Quote: 00000128>	(00000006)ile of Style, LTD <Quote: 00000127>
	red pens Item #1 Print Sequence:1.0 Status:280 - Opened Quantity:12.0 Uom:BOX	<input type="checkbox"/> \$7.59 Discount: 0%	<input type="checkbox"/> \$8.59 Discount: 0%
	Totals: \$ Vendor Gross Total: \$ Vendor Discount: \$ Vendor Net Total: \$ Preference Discount: \$ Evaluation Total: \$ Vendor Freight: \$ Awarded:	\$91.00 \$0.00 \$91.00 \$0.00 ** \$91.00 \$0.00 \$0.00	\$103.00 \$0.00 \$103.00 \$0.00 ** \$103.00 \$0.00 \$0.00
	Eval Codes:		
	Pref Codes:		
	Award/Unaward All:	<input type="button" value="Award All"/> <input type="button" value="Unaward All"/>	<input type="button" value="Award All"/> <input type="button" value="Unaward All"/>

Evaluation Code Descriptions:  
\*\* = Lowest Item Price or Lowest Evaluation Quote Total

22. Click the **Items** tab to view and make the award.

NOTE: For small procurements (those less than or equal to \$150,000) refer to the SBPP Policy on [www.mass.gov/SBPP](http://www.mass.gov/SBPP) on the **SBPP Resources for Executive Department Purchasers** page.

Item info/Quote info	(00000006)Wiki's Widgets <Quote: 00000128>
red pens Item #1 Print Sequence:1.0 Status:280 - Opened Quantity:12.0 Uom:BOX	<input type="checkbox"/> \$7.59 Discount: 0%
Totals: \$ Vendor Gross Total: \$ Vendor Discount: \$ Vendor Net Total: \$ Preference Discount: \$ Evaluation Total: \$ Vendor Freight: \$ Awarded:	\$91.00 \$0.00 \$91.00 \$0.00 ** \$91.00 \$0.00 \$0.00
Eval Codes:	
Pref Codes:	
Award/Unaward All:	<input type="button" value="Award All"/> <input type="button" value="Unaward All"/>

23. To award all lines of the bid to a single vendor, click the **Award All** button in the correct Vendor's column.

To award a multi-line bid to different vendors, check the box on each line under the vendor who will receive the award.

After the award decisions are complete, click **Save & Continue**.

Bid Tabulation for Bid #00000127

Quotes Revisions Items Header Questions Subcontractors Routing Attachments **Score** Summary Back to Bid

**Bid Tabulation Information**

Total Item Count: 1 Total Awardable Quote Count: 1 Bid Status: 280 - Bid Opened (Quotes received and opened. Ready for tabulation)

Canceled	Item info/Quote info	(00000006)Wiki's Widgets <Quote: 00000128>
	red pens Item #1 Print Sequence:1.0 Status:280 - Opened Quantity:12.0 Uom:BOX	<input checked="" type="checkbox"/> \$7.59 Discount: 0%
	Totals: \$ Vendor Gross Total: \$ Vendor Discount: \$ Vendor Net Total: \$ Preference Discount: \$ Evaluation Total: \$ Vendor Freight: \$ Awarded:	\$91.00 \$0.00 \$91.00 \$0.00 ** \$91.00 \$0.00 \$91.00
	Eval Codes:	
	Pref Codes:	

Evaluation Code Descriptions:  
\*\* = Lowest Item Price

24. Click the **Summary** tab to view the vendor(s) that have been award the contract.

Click **Submit for Approval**.

## Job Aid:

### How to Score and Award a Bid in COMMBUYS

#### Screenshot

**Bid Status:** 2BA - Bid Approved (Ready for Vendor Awarding)

Item info/Quote info	
Electric stuff Item #:1 Print Sequence:1.0 Status:2BA - Approved Quantity:1.0 Uom:EA	
Totals: \$Vendor Gross Total: \$ Vendor Discount: \$ Vendor Net Total: \$ Preference Discount: \$ Evaluation Total: \$ Vendor Freight: \$ Awarded:	
Eval Codes:	
Pref Codes:	

Create PO

Print

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#### Directions

25. Once the evaluated bid has been approved, it will be in **2BA – Bid Approved** status.

Go to the summary screen of the Bid Tabulation and click **Create PO** at the bottom of the page.

#### Bid 00000017 - Purchase Order Creation Preview

1 purchase order will be created for the following quote:

Quote #	Vendor ID	Vendor Name
00000014	00000012	Alyssa Test

Purchase order creation options:

- ☒ Include Narrative Items
- ☒ Include Bid Attachments
- ☒ Include Bid Tab Attachments
- ☒ Include Bid Notes
- ☒ Include Quote Subcontractors
- ☒ Include Vendor Quote Attachments
- ☒ Include Forms

Click 'Continue' button to create PO or click 'Cancel & Exit' button to cancel the PO creation and return to the bid tabulation summary page.

Continue

Cancel & Exit

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26. Click **Continue** to generate a Master Blanket Purchase Order from all the information listed in the Bid and Bid Tabulation.

Any of the pre-checked boxes can be deselected; however that information will then need to be filled in manually.

#### Blanket Bid 00000017 - Purchase Order(s) Created

The following Purchase Order(s) were created:

PO #	Vendor ID	Vendor Name	Total
<a href="#">0000051</a>	<a href="#">00000012</a>	Alyssa Test	\$5.00

OK

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27. A new Purchase Order # is generated.

To open and edit and/or submit the Master Blanket, click the hyperlink **PO #**.

Note: The PO is created and will be marked *In-Progress* if you wish to return to COMMBUYS at a later date.

28. The PO will open to the **Summary** tab.

The PO is In-Progress and therefore edits can be made if required.

Click **Submit for Approval** once ready to finalize the Master Blanket.

Submit for Approval

Clone PO

Print

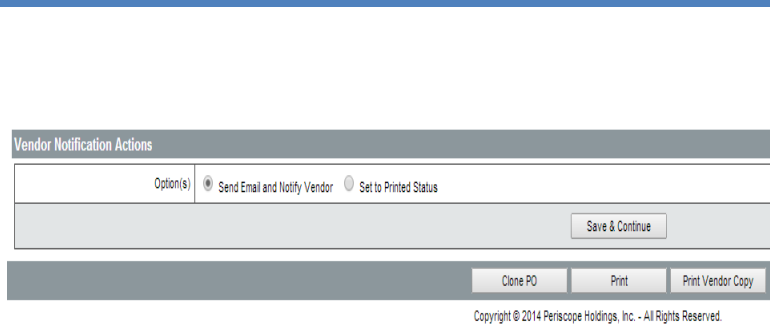
Print Vendor Copy

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## Job Aid:

### How to Score and Award a Bid in COMMBUYS

#### Screenshot



#### Directions

29. Once the Master Blanket PO has gone through the appropriate approval path it is in a **Ready to Send** status.

The PO will open to the **Summary Tab**. At the bottom of the page, select from one of the two options:

- Send Email and Notify Vendor
- Set to Printed Status (still posts the purchase order on COMMBUYS but does not send any vendor emails)

Click **Save and Continue** to finalize the purchase order and place the order.